

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: CFSA-09-P068

POSITION: Contract Specialist
DS-1102-13

OPENING DATE: 5/21/09

CLOSING DATE: 6/04/09

**IF "OPEN UNTIL FILLED"
FIRST SCREENING DATE:**

SALARY RANGE: DS- 13 \$74,888 – \$96,497 PA

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director of Administration (ODDA), Contracts & Procurement Administration (CPA)

DURATION OF APPOINTMENT: | ☒ | **Permanent** | | ☐ | **Term (13 months to 4 years) NTE:** _____
| | **Temporary (Up to 1 year, Not-to-Exceed)** _____

| ☒ | **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

| | **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for the full range of pre-award and post-award functions associated with a wide variety of contractual services, which are normally advertised and negotiated. Develops procurement objectives for the program in terms of competition and price range, and constructs the contractual vehicle including use of pricing arrangements, subcontracting policy, bet-aside policies, and similar considerations. Advises technical representatives on anticipated procurement requirements. Develops the contractual strategy and develops the procurement plan, considering a wide variety of pertinent issues such as funding, the results of delivery requirements, possible follow-up requirements or other contingencies. Determines the availability of potential suppliers or develops new sources of supply. Assesses the impact on the market of large CFSA contracts. Reviews procurement requests to assure clarity, adequacy and completeness. Determines need for clauses to cover special conditions, i.e., inspection and acceptance, revisions to statement of work or specifications, type of contract, milestones and action to have all or part of a procurement set-aside for small business performance. Conducts the solicitation and analyzes contractor proposals, comparing previous history, actual expenditures and established rates. Performs cost analysis, makes competitive range determinations and develops a pre-negotiation position. Reviews contract terms and technical specifications to identify any special requirements. Conducts post-award conferences with the contractor to clarify contractual requirements and special provisions. Monitors contractor technical performance over the life of the contracts. Reviews contractor submittals and certifies completed work for scheduled progress payments. Solves problem relating to change proposals, claims, and payments similar problems. Counsels small and disadvantaged business firms on opportunities and procedures for obtaining contracts. Reviews Agency's procurement requests to determine if procurement can be performed by small business. Recommends possible breakout of work for small business concerns and locates new sources for future contracts. Attends conferences and meetings in reference to contracts or audits.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

- **Bachelor's Degree in Business Administration and/or Certification as a Certified Professional Public Buyer (CPPB) preferred or some combination of education and experience**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of procurement laws, regulations, and procedures applicable to the acquisition and administration of extensive or unique services and equipment;
2. Thorough knowledge of various types of contracts, methods of procurement and selection factors to plan appropriate strategies to resolve complex requirements;
3. Thorough knowledge of business practices and market conditions applicable to program and technical requirements to evaluate bid responsiveness, contractor responsibility and/or contractor performance;
4. Thorough knowledge of cost/price analysis techniques and budget preparation to conduct negotiations in the pre-award and post-award phases of contracting; and
5. Excellent skills in oral and written communication to justify, defend and implement proper contractual approaches.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO:	Child and Family Services Agency Human Resources Administration 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:		WEBSITE:	www.cfsa.dc.gov
FAX TO:	(202) 727-5750	TELEPHONE:	(202) 724-7373
EMAIL TO:	cfsa.jobs@dc.gov		

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
